

THE LIBRARY OF CONGRESS

STEWARDSHIP REPORT

HERITAGE ASSETS

September 30, 2000

Library Collections

The Library of Congress has the world's largest library collection comprising nearly 121 million items including research materials in over 450 languages and various media. The collections include more than 28 million books and other printed materials, 54 million manuscripts, 12 million photographs, 4 million maps, 4 million pieces of music, 2 million audio recordings, and 844 thousand motion pictures. The collection of incunabula (books printed before 1501) is the largest in the Western Hemisphere, and the collections of maps, atlases, newspapers, music, motion pictures, photographs, and microforms are probably the largest in the world. Other collections include drawings, posters, prints, technical reports and other printed materials; computer programs, videotapes and disks, talking books, and other audio and visual materials. Each work day the Library adds more than 10,000 items to its collections for use by the Congress and the nation.

The Library has the papers of 23 presidents of the United States as well as papers of people from many diverse arenas -- Susan B. Anthony, Sigmund Freud, Pamela and Averell Harriman, Henry Kissinger, Thurgood Marshall, Irving Berlin, and many others. The Library's treasures include one of three perfect copies in the world of the three-volume Gutenberg Bible printed on vellum, two of the five known copies of the Gettysburg Address, Thomas Jefferson's handwritten draft of the Declaration of Independence, and many other rare books and manuscripts, including the oldest example of printing in the world. Also, new treasures are added each year and the Bicentennial of the Library was notable for the generous gifts bestowed.

The 200 years of stewardship the Library of Congress has devoted to the country's intellectual patrimony was celebrated throughout this year as a theme in the institution's Bicentennial. The Presidential proclamation lauding the Library for the many contributions it has made strengthening our democracy and national culture, congressional resolutions saluting the staff, and international tributes all bespoke the unique role the Library serves in documenting and preserving as well as spawning new research and creativity through its collections.

Bicentennial Celebration

Bicentennial programs "**Gifts to the Nation**" and "**Local Legacies**" were rich sources of important works and regional representation of Americana or ethnic contribution to the American way of life that were added to the collection. Launched in 1998, the **Gifts to the Nation** program allowed the Library to acquire many significant items and collections, identified by the Library's curators that would enrich the collections. A special element of the **Gifts to the Nation** program was the effort to reconstruct Thomas Jefferson's personal library, the original nucleus of the Library's collections, which he sold to Congress after the British burned the U.S. Capitol (the former home of the Library of Congress) in 1814. Although two-thirds of Jefferson's Library was tragically lost in a second fire on Christmas eve 1851, the handwritten catalog survived. A generous gift of \$1 million provided the support for a global search, acquisition and preservation of the missing titles and editions of the landmark collection. As part of the Thomas Jefferson exhibition, the reconstituted library

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was on public display for the first time since its sale to Congress in 1815 in the original order devised by Jefferson.

The Madison Council made additional acquisitions possible:

- Collection of six manuscript maps drawn in the field for General Lafayette during the American Revolutionary War;
- Collection of more than 100 finely drawn 18th and 19th century manuscript maps and surveys of large tracts of land in New York State;
- Map of Kentucky, the first edition of the first map of Kentucky;
- Papers of Supreme Court Justice Harry A. Blackmun and federal judges Robert Bork and Frank M. Johnson; individual letters of presidents Thomas Jefferson and George Washington, Confederate general Thomas "Stonewall" Jackson, and congressman Ebenezer Sage.

The international component of **Gifts to the Nation** invited other nations to present a gift that expressed their nation's intellectual heritage. Eighty-three embassies presented over 1,200 items, many of which greatly enhanced the Library's value for researchers using the international collection. Among the international gifts were the following: Oorsprongk begin, en vervolg der Nederlansche oorlogen, an eight-volume 17th century history of the Netherlands; Corografia Portugueza e Discricam Topografica do Famoso Reyno de Portugal, in three-volumes (1706 - 1712), one of the first geographic descriptions of Portugal and genealogical listing of nobility and church hierarchy; and Gift of the Desert, a leather-bound volume of wildlife plates from Saudia Arabia.

The premier grassroots Bicentennial initiative was the

Local Legacies project. Working through their congressional representatives and with local organizations and groups, people from all walks of life documented America's cultural heritage at the turn of the millennium. **Local Legacies** teams documented the creative arts, crafts, and customs representing traditional community life; signature events such as festivals and parades; how communities observe local and national historical events; and the sites and occupations that define a community's life. Four thousand Americans participated by providing photographs, written reports, sound and video recordings, newspaper clippings, posters, and other materials as part of their projects. At year end, nearly one thousand projects were received and are now in the process of being preserved. Project descriptions and at least one image from each **Local Legacies** project are available on the Bicentennial web site.

Collections Policy

The collections are organized into two major categories: the print collections, which include classified books, serials, and pamphlets; and the special format collections, such as maps, motion pictures, music, manuscripts, photographs, sound recordings, and prints.

The Library's collections are universal and comprehensive in scope, building on Thomas Jefferson's concept that Congress's own interests are universal; however, the Library does not collect everything or accession everything it receives. The collection development policy has evolved over the years. In 1814, Jefferson offered to sell his personal library to the Library Committee of Congress in order to "recommence" the Congressional library after the British burned the U.S. Capitol destroying the Library of Congress. Jefferson stated: "I do not know that it contains any branch of science which Congress would wish to exclude from their collection; there is, in fact, no subject to which a Member of Congress may not have occasion to refer." In 1815, President James Madison approved an Act of Congress appropriating \$23,950 for the acquisition of Thomas Jefferson's library of 6,487 volumes.

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As set forth in the Library's Collections Policy Statements, the Library's collection development policies are designed to fulfill its responsibilities to serve (1) the Congress and United States Government as a whole, (2) the scholarly and library community, and (3) the general public. Written collection policy statements ensure that the Library makes every effort to possess all books and library materials necessary to the Congress and various offices of the United States Government to perform their duties; a comprehensive record, in all formats, documenting the life and achievement of the American people; and an universal collection of human knowledge (except clinical medicine and technical agriculture, which are the responsibilities of the National Library of Medicine and National Agricultural Library respectively) embodying primarily in print form the records of other societies, past and present.

In fiscal 2000, the Library implemented a Collection Policy Statement dealing with electronic or digital resources. The intellectual function of libraries— to acquire, arrange, and make accessible the creative works produced — has been transformed by the explosion in the production and dissemination of information in digital form, especially over global networks. All libraries are challenged by this transformation and no one best way of doing business, individually or collaboratively, has yet emerged. The Library of Congress, because of its size, its mission, and its international reputation for leadership faces daunting choices.

In 1998, the Librarian of Congress invited the National Academy of Sciences to review the status of information technology planning and implementation in the Library with a view to helping it handle the tensions attendant to working in both the analog and digital worlds, and helping it fulfill its mission.

The statement of task given to the Academy reads:

"Identify strategic directions for the application of information technology within the Library of Congress into the next decade. Assess the structure and system needs for the Library to pursue its stated missions, including the adequacy of plans for

modernizing and integrating those systems and the institutional and management structure for implementing the modernization. Examine systems and structures across the main components of the Library and for its major programs. Identify opportunities for interaction between the Library and other digital library initiatives, for the integration of electronic collections with existing analog materials, and for the preservation of library collections using digital technologies."

The Academy's report, delivered in July of 2000, emphasized its belief that the Library continues to play a vital role in documenting and preserving the history of American creativity and in building a collection with worldwide scope, and it contained a series of recommendations for the Library to consider if it is to be as successful in the future. The recommendations can be clustered into four broad areas: (1) inventing a new business model for acquiring and preserving digital material in all its forms, particularly information that is born digital; (2) learning from and working with the world of information professionals outside the Library's walls; (3) developing a management vision that will force and support transformative organizational change; and (4) investing in the technology base required as the bedrock foundation of such change.

Before the report was released to the Library, the Digital Futures Group, an internal interdivisional group of senior managers, prepared an integrated budget request looking at the technology base needs, the training and support required for the staff, and the increased level of front-line automation support an increased reliance on automation would demand.

On the collections side, the Library implemented one innovative cooperative agreement and signed another signaling the institution's serious intent to build digital collections that matched the scholarship of the paper-based collections. In implementing an agreement with Bell & Howell, the Library secured permanent access for staff and readers to the company's web site database of doctoral dissertations. The agreement binds the company with the responsibility of refreshing the database and access to it as technology changes, but the contract specifies that in the event the company can no

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longer maintain this database for the benefit of the Library of Congress, the Library has the right to take physical possession of it. The second agreement (signed in fiscal 2000) to be implemented in fiscal 2001, is with the American Physical Society. The terms of this cooperative agreement call for the Society to transfer to the Library a copy of its database, to keep that data as current as any of its proprietary sites, and in return the Library guarantees to safeguard the database. Through both of these cooperative agreements the Library has acquired access to significant research material, both retrospective and current. At year end, negotiations were being conducted with other publishers and vendors as the Library seeks to build its digital repository and make the most current research available in its reading rooms.

Anticipating the need for managing and securing digital collections, the Collections Security Oversight Committee's Subcommittee on Policy and Standards brought together the major stakeholders inside the institution and developed a security framework covering the repository and its network. At the end of the fiscal year, two review teams were established, one internal and one external. During fiscal 2001, the plan will be presented to the Executive Committee for adoption and implementation.

In December 1999, the Information Technology Service completed a more than two-year long project to ensure that the Library's computer systems would function properly at the turn of the century. Significant gains were made in safeguarding the Library's information systems resources, spurred on by a hacking incident on the Library's Thomas web site in January 2000. This incident prompted major increased security measures on all servers as well as a general increase in security awareness. A firewall was fully implemented and monitored to isolate the Library's private network servers from outside intrusion. A virtual private network was implemented to provide encrypted access to the Library's servers. Hardware and software were installed at the Senate Computer Center as a first step in implementing a disaster recovery site for the THOMAS and Legislative Information System applications.

The National Digital Library Program, Library Services, and the Information Technology Service initiated an effort to design and build a digital asset management system. During fiscal year 2000, a Repository Management Group selected six pilot projects, designed an administrative infrastructure for coordination of activities, and created a technical team to develop implementation specifications.

The ideal of a universal collection was aided greatly by the copyright law of 1870, which combined the registration and deposit functions in the Library of Congress and stipulated that two copies of every book, pamphlet, map, print, photograph, and piece of music registered for copyright in the United States be deposited in the Library. Copyright deposits are a major source of the Library's collections of Americana. In fiscal 2000, research materials obtained for the collections through copyright deposits totaled more than 750,000 items.

The Cataloging-in-Publication Program is the other principal source of U.S. published books that the Library acquires. A mainstay of U.S. library service for more than twenty-five years, the program provides cataloging data, based on pre-publication galleys, to participating publishers who include the data in their published books. As participants, these publishers are required to submit a copy of the published book to the Library. This copy is in addition to the two copies mandated under the copyright law. The Library also acquires U.S. publications through the Preassigned Card Number (PCN) Program. In fiscal 2000, the Library obtained 68,416 titles through the two programs. The Electronic-Cataloging-in-Publication (ECIP) Program grew to include 598 publishers and the National Library of Medicine joined the ECIP program sending its cataloging staff for training at the Library of Congress.

The Library also acquires materials by purchase, transfer from other federal agencies, gift, domestic and international exchange, or by provisions of state and federal law. Many of these materials are foreign publications. The Library maintains six overseas offices and has arrangements with book dealers, agents, and publishers to ensure efficient and prompt acquisition of

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current foreign publications of research value on a world-wide basis. The following are brief descriptions of the Library's International Exchange and Federal transfer programs:

Among 11,000 exchange agreements, the Library of Congress maintains nearly 100 "official" exchanges with major national and parliamentary libraries around the world. These exchanges were instituted and are overseen by the Library; however, the Government Printing Office has the responsibility to ensure that this select group of exchange partners receives U.S. Government publications. Pursuant to 44 U.S.C. 1719, the Superintendent of Documents distributes U.S. government publications "to those foreign governments which agree, as indicated by the Library of Congress, to send to the United States similar publications of their governments for delivery to the Library of Congress." The Government Printing Office pays for the cost of this program from funds appropriated for the Superintendent of Documents.

In fiscal 2000, the Library received approximately

249,854 items through its exchange relationships.

Pursuant to 36 C.F.R. 701.33, Federal libraries send their surplus materials to the Library for addition to its collections or to use in the exchange and surplus books programs. In fiscal 2000, the Library received 124,142 items from Federal agencies, and, although only a very small number were selected for the collections, several thousand were used in exchanges with other libraries for materials needed by the Library of Congress. Other Federal transfers were used in the Library's surplus books programs. The Library has been working closely with Federal agencies which are planning to transfer surplus materials. This early consultation ensures that the Library receives all materials appropriate for the permanent collections or useful in the exchange and surplus books program. Material not wanted by the Library can then be disposed of by the transferring institution.

The primary resources for recent acquisitions are as follows:

	1996	1997	1998	1999	2000
Annual Appropriations Authorized	\$ 8,458,000	\$ 8,458,000	\$ 9,619,000	\$10,119,000	\$10,321,000
Estimated Value of Copyright Deposits Transferred to the Library	\$20,157,816	\$25,183,884	\$26,991,776	\$36,435,429	\$32,308,047
Government Printing Office Appropriation (part of Superintendent of Documents) for International Exchange	\$ 509,000	\$ 537,000	\$ 444,000	\$ 527,000	\$687,000

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Acquisitions by source:

Source	Pieces 1996	Pieces 1997	Pieces 1998	Pieces 1999	Pieces 2000
Purchases:					
Appropriated - GENPAC/LAW	707,695	522,040	676,287	776,712	811,566
Appropriated Other	145,418	38,267	55,303	45,601	54,024
Special Foreign Currency	54,888	55,090	47,294	0	0
Gift and Trust Funds	4,830	3,499	3,028	4,076	8,090
Total Purchases	912,831	618,896	781,912	826,389	873,680
Non-Purchases:					
Exchange	321,446	310,849	313,224	288,538	249,854
Government Transfers	443,599	486,280	538,611	116,088	124,142
Gifts	2,608,494	1,116,626	1,577,561	1,709,712	965,364
Cataloging in Publication/PCN	49,083	82,301	72,283	79,046	68,416
Copyright Deposits	739,582	862,207	845,826	954,081	751,944
Total Non-Purchases	4,162,204	2,858,263	3,347,505	3,147,465	2,159,820
Total All Acquisitions	5,075,035	3,477,159	4,129,417	3,973,854	3,033,500

Note: Beginning in fiscal 1999, only those items acquired through Exchange or Government transfer that were added to the collections or used for Library programs were included in the statistics above.

Preservation of Library Collections

The Library's collections are preserved and protected through an extensive and diverse preservation program. The budget element for preservation of materials totaled \$12.3 million in fiscal year 2000. Preservation projects in process or under study are outlined below.

Binding and Collection Care -The Library negotiated the severance of a relationship which required that all work in negotiating and administering the Library's binding contracts be done through the Government Printing Office. Severance of the relationship not only provides a seven percent savings, but also provides a significant increase in efficiency in directly negotiating and awarding contracts through the Library's office of Contracts and Logistics and more efficient monitoring of

production goals and payments.

The Library's Binding Section served as a test site for the development of library-wide LC ILS-supported labeling activities. Following on earlier projects to improve tracking and security of materials, the project staff expedited the receipt, inspection, and delivery to appropriate Library units of over 110 polymer locking books trucks.

Preservation Research and Testing - Research projects completed during fiscal 2000 dealt with a wide range of materials including paper, pressure-sensitive labels, audio discs, magnetic tape and CDs. A new accelerated aging test for paper was developed that was not only proven to simulate the natural aging process, but also overcame deficiencies inherent in currently accepted

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accelerated aging test. The new test is appreciably less expensive to perform and takes less time and it has the support of the American Society for Testing and Materials (ASTM), and is likely to be accepted as one of its standard methods. Research was also done on the spontaneous formation of acids in paper and research continued on the aging of compact discs. A systematic chemical study of the residues observed on old acetate records was undertaken in order to develop an effective cleaning solution to replace environmentally unacceptable Freon solvents. A safe, water-based cleaning solution was devised that offered a more effective and convenient one-step cleaning solution at a much reduced cost.

Conservation - The first year of a research initiative to optimize collection storage environments was started with the Image Permanence Institute of the Rochester Institute of Technology. The three year project involves assessing collection storage conditions with the focus in the first year on the Manuscript Division and the Rare Book and Special Collections Division. The heating and ventilating systems were also assessed and monitored during this stage of the study.

Library staff worked closely with the Architect of the Capitol on the installation of a new cold storage vault at Landover. More than three million acetate negatives from the *Look* Magazine collection were transferred to the vault with storage conditions that are expected to extend their life more than 18 times over that possible under previous conditions. A close collaboration among conservators, curators, facilities staff and security personnel focused on improving storage for 350,000 nitrate flat film negatives and creating storage for a new acquisition of motion picture film.

Numerous collections received conservation treatment so they could be safely scanned by the National Digital Library. These included music scores by American composer Aaron Copland, the papers of writer Hannah Arent, the music archives of Edward MacDowell, American Broadside, books and papers pertaining to local history of the Chesapeake Bay region, manuscripts related to the exhibit - *I Do Solemnly Swear: Inaugurations from George Washington to William*

Jefferson Clinton, a range of materials related to *Pioneer Trails: Overland to Utah and the Pacific 1847 - 1869*, music manuscripts in the Moldenhauer Archives of Music Manuscripts, archives related to Emile Berliner and the Birth of the Record Industry and the photographs taken by Ansel Adams at the Manzanar internment camp.

A broad range of stabilizing treatments were applied to items and collection during fiscal 2000 following the 'fitness for purpose' concept which applied preservation solutions based on the type of use an item of the collection received or would receive. Chief among the approximately 300,000 items preserved this year were 700 volumes from the personal library of Thomas Jefferson that were conserved in advance of the Thomas Jefferson exhibit.

United States Newspaper Program (USNP) -The National Endowment for the Humanities (NEH) announced a grant to the United States Newspaper Program (USNP) totaling \$2.9 million in fiscal 2000 to fund projects in Arizona, California, Connecticut, Illinois, Michigan, New York, Tennessee, and Vermont. In addition, active projects continued in the District of Columbia, Florida, Maine, Nebraska, Oregon, South Dakota, and Texas. To date, NEH has provided over \$44 million to USNP projects, with an additional \$18 million contributed from state and private sources. The USNP Coordinator conducted site visits to projects in California, Illinois, Maine, Michigan, Oregon, Virginia, and Vermont during the fiscal year.

Deacidification of Printed Materials - One of the most serious preservation issues facing the Library of Congress, and all libraries, is the problem of brittle, deteriorating books caused by acid introduced during the paper manufacturing process. The problem started in the mid-1800s when acidic wood pulp was substituted for rags in the manufacture of paper. The Library and other libraries have inherited one and one-half centuries worth of acidic, degrading collections -- a backlog of decay that grows each year as additional acidic books are acquired, primarily from other countries where many publications are not yet printed on alkaline paper. The cost of allowing these at-risk materials to degrade

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and eventually be lost or to require very expensive reformatting is incalculable.

Since the 1970s, the Library has provided international leadership in solving the worldwide problem of deteriorating acidic paper. Following Congressional approval of a 1995-1996 initiative to enhance deacidification technology and a 1997 Library proposal to begin scaling up its mass deacidification program, Congress approved this year the Library's request to make mass deacidification a permanent preservation program activity. Continuing congressional support will make it possible to save millions of books and unbound paper-based Library materials that were at risk due to the acid degradation of paper.

The Library focused during the past year on selection for deacidification treatment of endangered volumes from collections central to the Library's mission and in great demand by scholars and public researchers, primarily books devoted to modern, family, and local history. Including nearly 50,000 volumes treated during fiscal year 2000 (exceeding the contract production goal by 50% through the use of no-year funds), the Library has now deacidified over 300,000 Library books.

Preservation of Audio/Video Materials - Work continued in Library preparing the collections for the move to the National Audio-Visual Conservation Center in Culpeper, Virginia which is expected to be completed and ready for occupancy in 2004. Growth projection for all the moving image collections were calculated; analysis of workflow requirements, storage, etc. were undertaken to provide guidance to the architects and engineers contracted to design and build the facility. Some of the work focused on the space, shelving and facilities at Suitland, Maryland and Landover, Maryland to prepare those facilities as support bases for processing and staging major moving image collections for the actual move.

National Film Preservation Board - As mandated by Public Law 104-285, the National Film Preservation Board advises the Librarian of Congress on (1) annual selection of "culturally, historically and aesthetically significant films" to the National Film Registry, and (2) ongoing implementation of the national film preservation plan. The Board also helps generate increased public awareness of the need for film preservation.

Preservation statistics for fiscal 2000 are as follow:

Treatment:	
Volumes treated	6,453
Unbound items treated, paper-based	13,606
Photographs (examined, treated, housed)	186
Commercial library binding, volumes	
Mass Deacidification, Volumes (3rd contract year)	178,593
	47,736
Housing/Rehousing:	
Protective boxes constructed	3,956
Items rehoused, paper-based	7,377
Copying/Reformatting:	
Preservation photocopying	302
Paper-based materials converted to microfilm, items	25,319
Audio materials converted to magnetic tape, titles	1,560

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Service

The Library of Congress is a public institution open to everyone over high school age, with limited exceptions. Its collections are available to users in numerous public reading rooms located in three Library buildings on Capitol Hill. The Library's first service priority is to the Congress; second, to other branches of the federal government; and third, to scholars, other libraries and the general public. The Library is not a lending library. Only members of the Congress and other statutory borrowers are authorized to remove materials from the Library. For selected other users, primarily other libraries, the Library is considered a "library of last resort," meaning that certain materials may be distributed through interlibrary loan only if the needed materials are not otherwise available in the United States.

To use Library collections, researchers identify the items they want through card and on-line catalogs, finding aids, and bibliographies. To request items, readers first register with photo-identification, and then may submit call slips to staff who retrieve the items from the secured collections storage areas and deliver them to the reader. In fiscal year 2000, the Library issued reader registration cards to 41,420 new on-site readers. The Loan Division is responsible for retrieving, packaging, and preparing loan charge records for materials that circulate outside the Library. In fiscal 2000, more than 29,000 items were loaned to Congressional borrowers and more than 140,000 items were circulated to other authorized borrowers.

Collections Security

Building on the fiscal year 1999 implementation of a new Integrated Library System (LC ILS) which provides the platform for future enhancements in collections security efforts, several procedural changes were initiated. All non-rare monographs are now bar-coded and linked to a specific holdings record at the

first stage of the acquisitions process. Both the bar-coding and the creation of a holdings record are enhancements provided by the LC ILS. The system will allow item-level tracking of collection items and facilitate collections inventory. The Library awarded a contract for the sheet shelflist holdings conversion, the first phase of a two-part project to bring holdings data from the 12 million card shelflist on-line; began developing a series of pilot programs to identify the most effective approach to converting the card shelflist holdings; and awarded a contract to convert the holdings data from the serials check-in manual files.

On August 21, 2000, the Library officially accepted the LC ILS system after extensive testing and 40 days of acceptable response time during production. This implementation is a historic milestone in collections security. The LC ILS provides a tool for improving the security of the Library's collections by correctly and individually representing the Library's heritage assets added to the collections before 1999; however, much work remains to be done to make this accurate inventory a reality. The Library began converting holdings records for its two largest manual files, the card shelflist and the serial check-in file. By the end of fiscal year 2000, approximately 11,000 records with holdings data were converted from the serial files, and 2,200 portfolios of approximately 1,000,000 entries were transferred from the sheet shelflist as a preparatory step for converting the holdings and location information for the main card shelflist. Staff also concluded a series of pilots designed to test the best methods of conducting an inventory, and a Request for Proposal was in preparation at year end.

Throughout the year, the Library continued to implement the security plan adopted in 1997. Previous editions of this Stewardship Report have indicated forcefully how important the implementation of the LC ILS was as a platform from which a collections inventory could be conducted. With the implementation completed successfully, the Library is proceeding to each of the next steps in preparation for an inventory, while it remains thoroughly cognizant

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that an inventory of a collection the size of the Library's will take years to conduct and significant additional resources to complete.

Specific actions taken include:

- ▶ Book theft detection targets were installed in 539,283 volumes in the general collections and incoming materials in the Copyright Office. Since 1992, targets have been installed in 7,108,505 collection items, or 60 percent of the general collections.
- ▶ Bar codes and item-level records needed to track materials during the process stream were installed in all new non-rare monographs received in the Acquisitions Directorate.

The Prints and Photographs Division implemented a pilot project utilizing the LC ILS circulation module for tracking items loaned from its collection for exhibits. This represented the first use of the LC ILS for internal tracking of rare, non-book collections. This successful implementation of item-level tracking eliminated three of the twelve high risk security factors identified in the division's 1998 risk assessment.

A joint proposal from the Smithsonian Institution and the Library of Congress American Folklife Center obtained a grant of \$800,000 to preserve and provide access to the historic sound recordings housed at the two institutions. The grant was part of the White House Millennium Council's "Save America's Treasures" program administered by the National Park Service. The two institutions have two years to raise matching funds, and fund-raising efforts are underway to identify both individual and corporate sponsors and donors.

The Library contracted for a series of random sampling studies of some of the collections in the Prints and Photographs Division. The results of these studies will be a baseline for inventory purposes. Plans were finalized for secure vaults for the Law Library, Geography and Map Division, Prints and

Photographs Division, and Music Division. Access was tightened to selected areas through the installation of card reader controls in the Prints and Photographs Division, Law Library, Manuscripts Division, and Serial and Government Publications Division. Sixty-one secure book carts and five safes were acquired for high risk collections in Library Services and the Copyright Office.

Special attention was focused on the Library's geographically separated facilities located in Maryland, including the Landover Center Annex, the Suitland Federal Center, and the planned Fort Meade collections storage facility. Upgrades to these facilities included: installation of improved closed-circuit television coverage to monitor the Landover facility's interior and exterior; planning and installation of interior and exterior alarm systems; new door and window protective measures in Suitland; planning of electronic and physical security controls for new collections storage facilities at Fort Meade, and working with local police and fire departments concerning emergency response procedures for all the facilities.

As part of the Legislative Branch-wide Security Enhancement Implementation Plan, the Library was authorized to expand the police force, to include 46 additional police officers and five administrative personnel. At year end, all the police officers had been hired, and three of the five administrative personnel were on board, which was ahead of the scheduled plan.

In December 1999, the Information Technology Service completed more than a two-year long project to ensure that the Library's computer systems would function properly at the turn of the century. Significant gains were made in safeguarding the Library's information systems resources, spurred on by a hacking incident on the Library's Thomas web site in January 2000. This incident prompted major increased security measures on all servers as well as a general increase in security awareness. A firewall was fully implemented and monitored to isolate the Library's private network servers from outside

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intrusion. A virtual private network was implemented to provide encrypted access to the Library's servers. Hardware and software were installed at the Senate Computer Center as a first step in implementing a disaster recovery site for the THOMAS and Legislative Information System applications.

Working through the Office of the Inspector General and the Collections Security Oversight Committee, the Library responded to General Accounting Office (GAO) open recommendations regarding collections security, with the result that GAO considers all recommendations from fiscal year 1995 audit to be closed.

Arrearage Reduction

An important priority of the Library is establishing bibliographic control over the collections to increase

their accessibility and, at the same time, their security. In 1989, an inventory of unprocessed materials determined the backlog (arrears) to be 39.7 million items. During the past nine years, the Library has put forth an extensive effort to reduce the cataloging arrears and bring all the collections under bibliographic control. At the beginning of fiscal 2000, the arrears, mostly in non-book formats, comprised 19.8 million items. The Library expected that the print arrears would grow during this fiscal year and so alerted the Congress because the implementation of the LC ILS was dependent on the expertise of many of the staff who normally work on arrears reduction. In fact, the growth in the print arrears was not as large as expected and was well within the target promised to the Congress.

Arrears statistics for fiscal 2000 are as follows:

Items in Arrears	1999	2000	Change	Percent Change
Print Materials	972,093	1,512,948	540,855	55.6
Special Materials	18,821,596	17,702,681	-1,118,915	(5.9)
Total	19,793,689	19,215,629	-578,060	(2.9)

Financial Reporting

The Library's collections are classified as stewardship property and are defined as heritage assets for financial reporting purposes. The Federal Accounting Standards Advisory Board (FASAB) standard on stewardship reporting requires that heritage assets be reported as required supplementary stewardship information (RSSI) accompanying the financial statements of the Federal Government and the component units of the Federal Government responsible for such assets.

The FASAB standard states that the costs of the stewardship-type resources shall be treated as expenses in the financial statements in the year the costs are

incurred. However, the costs and resultant resources are intended to provide long-term benefits to the public and should be included in stewardship reporting to highlight to the reader their long-term benefit nature and to demonstrate accountability over them. The standard states that heritage assets shall be quantified in terms of physical units (for example, number of items in collections or the number of national parks). No asset amount shall be shown on the balance sheet of the Federal financial statements for heritage assets.

The quantities of items in the Library's collections shown in the table that follows were taken from Library statistics collected on a regular basis and records that were accumulated over the years.

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Estimated Quantity of Each Category of Collection Materials at September 30, 2000:

Category of Collection	Beginning of Year Balance	Added During Year	Withdrawn During Year	End-of Year Total	Method of Acquisition and Withdrawal
Print Collections - Classified Books	18,024,002	282,930	753	18,306,179	Acquisitions: Copyright deposits, purchase, gifts, exchanges, cataloging-in-publication Withdrawals: exchange & gift of unwanted or duplicate copies; depreciation or depletion through use; disposals through GSA
Other Print Materials - includes books in large type, newspapers, pamphlets, technical reports, incunabula, serials, etc.	9,429,184	53,518	2,191	9,480,511	
Total Print Collections	27,453,186	336,448	2,944	27,786,690	

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Other Collections - includes audio materials, talking books, books in raised characters, manuscripts, maps, microforms, music, visual materials (moving images, posters, photographs, photocopies, prints & drawings, etc.), and machine readable materials	91,540,443	1,670,815	21,608	93,189,650	Acquisitions: Copyright deposits, purchase; exchange and gift Withdrawals: exchange & gift; depreciation or depletion through use; or disposals through GSA.
Total Collections	118,993,629	2,007,263	24,553	120,976,339	

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Additions to the Collections Items

Print Collections	Beginning	Added	Withdrawn	Total
Classified Book Collections:				
Class A (General Works)	423,414	2,215	0	425,629
Class B-BJ (Philosophy)	308,017	5,767	0	313,784
Class BL-BX (Religion)	673,180	11,337	0	684,517
Class C (History, Auxiliary Sciences)	253,501	3,527	0	257,028
Class D (History, Except American)	1,211,594	25,000	0	1,236,594
Class E (American History)	271,738	3,414	0	275,152
Class F (American History)	436,337	7,240	0	443,577
Class G (Geography, Anthropology)	424,408	10,290	333	434,365
Class H (Social Sciences)	2,766,962	41,326	0	2,808,288
Class J (Political Science)	790,662	8,148	0	798,810
Class K (Law)	2,201,193	35,829	407	2,236,615
Class L (Education)	510,845	6,162	0	517,007
Class M (Music)	627,896	8,065	13	635,948
Class N (Fine Arts)	495,441	9,375	0	504,816
Class P (Language and Literature)	2,413,741	43,606	0	2,457,347
Class Q (Science)	1,122,396	20,480	0	1,142,876
Class R (Medicine)	477,788	9,060	0	486,848
Class S (Agriculture)	421,314	5,293	0	426,607
Class T (Technology)	1,274,796	18,606	0	1,293,402
Class U (Military Science)	202,341	2,723	0	205,064
Class V (Naval Science)	105,312	761	0	106,073
Class Z (Bibliography)	611,126	4,706	0	615,832
Total Classified Book	18,024,002	282,930	753	18,306,179
Other Print Materials or Products:				
Books in large type	8,681	0	0	8,681
Books in raised characters	73,218	1,154	0	74,372
Incunabula	5,700	2	0	5,702
Minimal-level cataloging (monographs and serials)	576,994	16,080	0	593,074
Newspapers (bound)	30,570	140	0	30,710
Pamphlets	267,308	515	181	267,642
Technical reports	1,424,039	12,620	2,001	1,434,658
Other	7,042,674	23,007	9	7,065,672
Total Other Print Material	9,429,184	53,518	2,191	9,480,511
TOTAL PRINT COLLECTIONS	27,453,186	336,448	2,944	27,786,690

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Other Collections	Beginning	Added	Withdrawn	Total
Audio materials	2,396,808	102,372	5,844	2,493,336
Talking books	55,891	2,078	0	57,969
Manuscripts	53,120,327	1,023,417	0	54,143,744
Maps	4,523,049	53,726	14,508	4,562,267
Microforms	12,555,509	360,924	946	12,915,487
Music	4,206,449	27,785	0	4,234,234
Visual material:				
Moving images	821,527	22,801	0	844,328
Photographs (negative, prints, and slides)	12,059,343	56,863	0	12,116,206
Posters	85,216	775	0	85,991
Prints and drawings	405,708	8,604	0	414,312
Other (broadside, photocopies, nonpictorial material, etc.)	1,258,647	3,613	0	1,262,260
Machine-readable material	51,969	7,857	310	59,516
TOTAL OTHER COLLECTIONS	91,540,443	1,670,815	21,608	93,189,650
TOTAL (items)	118,993,629	2,007,263	24,552	120,976,340